

GRIFFIN BAY SCHOOL HANDBOOK

2022-2023



Connie Domenech, Office Manager

Jennifer O'Neil, Paraeducator

Ben Troutman, Teacher

Fred Woods, Principal

Luna Wylde, Teacher

*"Tell me and I forget,
teach me and I may remember,
involve me and I learn."*

- Benjamin Franklin

*"I'll not be tied to hours nor 'pointed times
But learn my lessons as I please myself."*

*- from William Shakespeare's *The Taming of the Shrew**

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Friday Harbor, WA 98250

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Overview

Griffin Bay School (GBS) is a brick and mortar school that offers K-12 instruction using online and/or paper-pencil curricula. Griffin Bay School provides an Alternative Learning Experience (ALE) program for students and families of Washington state who have unique needs. We partner with Odysseyware and connect with families, who can utilize the benefits of an online curriculum to meet their children's individual needs.

Griffin Bay School is a multi-district program for non-residents and San Juan Island's public alternative learning experience for students in grades K-12. Established in 2003, Griffin Bay School provides appropriate and flexible educational opportunities designed to meet individual needs and offers a high level of personalized academic, social, and emotional support to help high school students not only catch-up but excel and pursue their high school and beyond plans. Our experienced teachers inspire students to work hard and help them succeed. Griffin Bay School uses OSPI-approved course provider, Odysseyware, which gives students and Griffin Bay School staff access to high-quality curriculum, support, and services.

As a safe and supportive learning environment, Griffin Bay School gives a diverse student population the opportunity to achieve personal and academic success. We strive to know where our students come from and what their lives are like. Griffin Bay School helps all students learn by providing an alternative means for acquiring coursework credit so graduation may occur on time. Curriculum is organized so that students can progress at their own rates - depending on their ability, interests, and preferences - through a sequence of increasingly difficult courses. Lots of people care what happens in schools, and we listen to everybody! All of us at Griffin Bay School

especially listen to the students' views, experiences, concerns, life circumstances and ideas for change so we can help them and others in the future. That is why at Griffin Bay School, students may come into the Center for learning time or may have all of their learning needs met online in their own home environment. Our teachers ensure each student's needs are met by delivering personalized instruction and attention.

Here's why families choose Griffin Bay School for their children:

- Our experienced, Washington state-licensed teachers who give students the attention they need to succeed
- The online curriculum from our partner, Odysseyware, is rooted in decades of research, that harnesses powerful learning tools, such as video, audio, and integrated materials to engage and inspire students
- Individualized Written Student Learning Plan (WSLP) to place students in the appropriate courses, identify strengths and areas for improvement, and create a plan to chart their progress
- Exceptional programs to help struggling students not only catch up but excel
- Smart and sensible ideas, including Credit Recovery courses when needed to help students cope and succeed.

Griffin Bay School will bring students, parents, and teachers together to form a powerful, collaborative team to help students thrive.

Contact information

Office Manager, Connie Domenech

Principal, Fred Woods

Certificated Teacher, Luna Wyld

Certificated Teacher, Benjamin Troutman

Paraeducator, Jennifer O'Neil

Special Services Director, Becky Bell

WSLPs Schedule

ALE students enrolled as a Griffin Bay student (not including FHHS students taking an online course during a high school period) will have a Written Student Learning Plan (WSLP) to create a plan for the Griffin Bay student's education, delineate curriculum and materials, designate FTE and hours of instruction, and to discuss how best to evaluate progress. An intervention plan will be developed if the student does not make adequate progress .

Part of the program at Griffin Bay will include learning pods where students are invited to attend in person for support, or as written in their student learning plans. There are also staff available to supervise FHHS students who participate in an online course. The schedule is organized to facilitate flexibility and variety in instructional activities. Middle school and elementary school students follow the middle school and elementary school schedule.

High School (Mon - Fri)
Period 1 8:15 - 9:10
Period 2 9:15-10:10
Break 10:10-10:25
Per 3 10: 25 - 11:20
Per 4 11:25 - 12:20
Lunch 12:20-12:55
Per 5 1:00-1:55
Per 6 2:00-2:55

*No student supervision at Griffin Bay School before 7:45 and after 3:30 pm

Vision

Griffin Bay School provides a safe, productive and supportive learning environment in which students can "take risks" in their learning to improve. Curriculum is organized so that students can progress at their own rates - depending on their ability, interests, and preferences - through a sequence of increasingly difficult courses. The school's aim is to prepare students for their transition into post-high school activities (e.g., college, vocational education, employment, independent living).

General principles

- Maintain high expectations for hard work and learning.
- Offer various and individualized ways to demonstrate mastery.
- Create a supportive learning environment intentionally planned specifically to meet the needs of students
- Offer flexible deadlines and work-time arrangements, giving students more control over when and where they work
- Ensure appropriate and flexible educational opportunities designed to meet students' individual needs
- A breadth of offerings
- Provide challenging curricula organized around essential themes.
- Students are expected to follow the goals and plans in the student learning plan. This plan can be amended or updated as needed.
- The school offers access to mental-health treatment or other personalized services as directed by Griffin Bay staff.
- Offering credit recovery opportunities for students to receive credits for a course they previously failed or to improve their grades for courses that they took previously or to take courses for the first time to catch up
- Provide a balance of autonomy and support
- Activate peers as a positive influence
- Provide opportunities for students to build competence and productive relationships.

Instruction, curriculum and assessment

- Offer challenging and engaging instruction through multiple curriculum options.
- Provide secondary students academic skills instruction and high school equivalency certificate preparation course work.
- Provide curriculum, assessment and instruction that are appropriate to each student's academic achievement, ability, emotional development and academic goals rather than by age or grade level
- Help high school students acquire high school level skills and credits and be academically prepared for success in college and/or work
- Nontraditional courses are taught on site, online, remotely or through independent study.
- If appropriate, students can take up to *three* online classes at once.
- Some courses allow students to complete its requirements in a short period of time.
- It is possible to have a course extended into the next semester or during summer to accommodate time to complete the course you are enrolled in.
- Students who work on online courses remotely will take courses through Odysseyware or Edgenuity.

Award of credit and course extension requests

High school credit will be awarded for all successfully completed course work in which students are enrolled, including high school equivalency certificate preparation.

GBS determines [credit](#) on an ongoing basis with rolling enrollment.

Extension requests should be made directly to the Griffin Bay teacher *prior* to the scheduled end date. If a GBS student does not complete on time, s/he will receive an F. The maximum extension will be **10 school days**.

The key to academic success

- *Attend regularly.*
- *Pursue your learning plan.*
- *When in doubt, ask!*
- *Be independently driven.*
- *Set a schedule.*

3 Unsats

If a student reaches a 3rd consecutive unsatisfactory monthly progress review, our program has two choices:

1. Transition the student to another educational program
2. Rewrite the WSLP to better meet the students' needs.

Emergency school closing

Listen to local radio stations beginning at 5 AM for school closures during inclement weather.

Emergency information is also available on the SJISD website www.sjisd.wednet.edu. All assignments will still be due once students return to school or on the original assignment due date, whichever date is applicable.

Transportation

Griffin Bay students are welcome to ride to and from school on the San Juan Island School District school bus.

GBS Parking

Student parking is either in the parking lot by the Griffin Bay building, along the streets near the school with overflow parking available near the track. Students (and vehicle owners) recognize that SJISD does not assume responsibility for property damage to any private vehicle parked on its property.

Neighborhood policy

Students are to respect our neighbors (the area within a quarter mile radius of the school).

- No littering, loitering, smoking or unruliness
- Walk on sidewalks

GBS in-take process

Enrollment is for one semester at a time. For student continuity, we require the student to commit to the full semester. We do accept partial enrollment or shared enrollment with other schools. We ask that Griffin Bay students enroll with us at least 60% of the time.

Students are invited to enroll by filling out the online application. Once the application is complete, you will receive a phone call from a Griffin Bay staff member who will help develop a WSLP and select appropriate curriculum.

Students who are eligible to enroll are students who live in the district boundaries of San Juan Island School District, are age 5 by the first of September and students who have not met graduation requirements are eligible for enrollment if they are under the age of 21 at the start of the school year.

Students new to San Juan Island School District:

- Contact [Connie Domenech](#)

[Online Application Link](#)

Students wishing to transfer from FHHS, MS, or ES may do so at any time unless they are planning to be only partially enrolled in Griffin Bay with the majority of their time in one of the other buildings.

- Contact [Hailey Henderson-Paul](#)

GBS withdrawal process

For those students who choose to withdraw:

Grades are finalized.

- Books and borrowed materials are returned and fees, if any, are paid
- Necessary paperwork is completed and signed
- If applicable paperwork and student information is sent to receiving school upon request

If a student withdraws from GBS, they can return!

GBS Fee Schedule

Fees are associated with the following circumstances:

- Digital Learning Department online courses taken beyond a full course load cost between \$200 and \$500.
- Unreturned or damaged checked out or borrowed materials may incur a fee

School grounds

Griffin Bay School is a closed campus except during the lunch period (12:25-12:55 pm) which means, if you participate in a learning pod or are attending campus for an online course from FHHS, you will not be allowed to come and go freely.

Attendance policy, responsibility for attendance, absences and tardiness.

Participation in classes is a critical part of the learning process. The school district's [Policy 3122](#) is intended to help students learn responsibility and increase their potential for success.

The principal may, in the event he sees a pattern of regular, excessive, or unusual absences, require a doctor's note or proof of the health condition or disability causing the absence.

Weekly Contact & [Truancy in ALE](#)

Attendance in ALE means Weekly Contact: A minimum of once per week direct personal contact.

Definition of direct personal contact: Interactive connection between the teacher and the student related to the WSLP - course content and instruction, or development or evaluation of the WSLP.

Griffin Bay provides multiple opportunities for weekly contact and document efforts to contact students.

Semester finals

GBS will give early finals to any student with a valid reason.

Appointments during school

If a student must leave school for an appointment, s/he must have permission from parents before leaving campus. The student's parent must speak directly with a faculty or staff member if the request for early dismissal is made by phone.

Visitors

Parents are welcome to visit Griffin Bay School. Students are permitted to have a visitor accompany them to school on a prearranged one-day basis only. It is expected that visitors will not create disturbances or interfere with learning. Visitors must be currently enrolled in a high school and be visiting during a school holiday from their school. A student who wishes to host a visitor is required to complete a "Visitor Request Form", signed by all teachers, his or her parents or guardian, and then approved by the principal at least one day prior to the visit. Teachers and/or the Principal have the right to refuse student visitors in their classroom.

Home/school communication

Students have greater success when their parents are informed and involved in their education. Clear and accurate communication is important. Grades and assignments, along with other information and announcements, can be accessed by logging on to [Skyward](#), a web-based tool to help parents and students stay informed and engaged.

[Griffin Bay School](#) has a page on the [San Juan Island School District](#) website. Parents and students can check the calendar and announcements for important dates and information. Griffin Bay also has a [Facebook](#) page.

Sometimes, students will be responsible for taking messages/paperwork home and making sure that

For extended or repeated missed contacts without valid justification: [truancy rules](#) apply.

After 1 missed weekly contact without valid justification	Inform the student's parent/guardian by a notice via direct personal contact as defined by WAC 392-550-020 in the language the parent is fluent in, whenever the student has missed weekly contact without valid justification. The notice should inform the parent/guardian of the potential consequences of additional missed weekly contacts. (WAC 392-550-040)
After 2 consecutive or 3 cumulative missed weekly contacts without valid justification	Schedule a conference with parent/guardian and student for the purpose of identifying barriers to the student's regular attendance and the supports and resources that may be made available to the family, and the steps to be taken so that the student is able to eliminate or reduce his/her absenteeism. The conference may take place in person, by phone, or through interactive video communication. (WAC 392-550-040) <ul style="list-style-type: none">• Develop a data-based intervention plan to eliminate or reduce student's absences, consistent with the WARNs or other assessment results.• For middle and high school students. Must apply WARNs (Washington Assessment of Risks and Needs of Students) or other assessment. Convene the IEP or 504 team, if the student has an IEP or a 504 Plan to consider the reasons for the absences and adjust the IEP or 504 plan as necessary. (RCW 28A.225.020)
At 5 consecutive or 6 cumulative missed weekly contacts without valid justification	File truancy petition with Office of Juvenile Court. Court must stay the petition. Refer parent and child to a community engagement board (CEB) or other coordinated means of intervention. (WAC 392-550-040)

Pre-arranged absences

Pre-arranged absences are absences that are arranged in advance. Coursework will be required to be made up based on teachers' professional judgment. Student must:

1. Get a *Pre-Arranged Absence Form* from GBS staff
2. Obtain signature and information on what assignments will need to be completed from each teacher
3. Have his/her parent sign the form
4. Return the form to the Office Manager prior to absence

Parents and students are responsible for evaluating the effect of the absence on the student's grade and progress. Students will receive zero credit for missed assignments, quizzes and tests if the absence is not approved through the pre-arranged absence process.

parents receive information from school.

Cell phones

Students may bring cellphones to school. The phones must be programmed to silent or mute settings. Cell phone use is allowed during non-instructional times. Please refer to the [Student Cell Phone Use Agreement](#).

Educational materials & textbooks

Students are responsible for textbooks assigned to them and will be required to pay for loss or damage. Students must clearly write their name in ink inside their books. With the exception of consumable textbooks, students must not write on any page or mark any part of textbooks in any way. According to its given condition, if the book is returned with damage (eg, torn pages, writing in book, etc), the student will be required to pay in full for the textbook.

Lockers

There are no lockers at GBS.

Lunch time

GBS students may pick up lunch in the cafeteria on FHHS campus during scheduled lunch break from 12:20-12:55. GBS students may participate in the SJISD Food for Thought Program.

Guests of FHHS dances

Griffin Bay School students must be sponsored by a Friday Harbor High School student, having completed a Guest Pass 24 hours in advance of the dance including the Principal's approval and signature. Guests must follow FHHS rules regarding [Dances](#).

Freedom of expression

Freedom of expression is a constitutional right and part of the educational process at GBS. However, this freedom is subject to reasonable regulation and may not be used to prevent the educational program from continuing in its usual way by causing problems or interfering with the rights of others.

Students must wear appropriate clothing at school and while attending school-sponsored functions (eg, field trips). Appropriate clothing will be free of advertising or promotion of drugs, alcohol, cigarettes or any product that aligns with a safe and drug free schools environment. Clothing will have no crude messages, sexual innuendo or offensive language. Students wearing inappropriate clothes will be required to change clothes.

Grading scale

All students, grades 9-12, will receive semester grades with the following grade marks:

Grade	High	Low
A	100	94
A-	93.99	90
B+	89.99	87
B	86.99	84
B-	83.99	80
C+	79.99	77
C	76.99	74
C-	73.99	70
D+	69.99	67
D	66.99	60
F	59.99	0
P	100	60

Student participation

Meaningful involvement by students in their own education is extremely important and necessary. Students taking Tutorial and/or Study Hall classes will be graded on indicators that may include:

- Active participation in instruction and other class activities
- Desire to succeed
- Willingness to expend effort to achieve
- Persistence in the face of obstacles

Report cards

GBS report cards with teacher comments will be issued at the conclusion of each quarter (ie, at the end of midterm and semester).

GBS graduation requirements

All program requirements (described below) must be met for a student to receive a GBS diploma. Students must receive a semester grade of “D” or above or “P” to earn credit for that class.

Students must fulfill the following three requirements:

1. Earn 24 high school credits.
2. Complete a High School and Beyond Plan
 - a. Slideshow presentation
 - b. Personal essay
 - c. Career interest inventory
 - d. Resume
 - e. [Personal budget project](#)
3. Pass one of the multiple [graduation pathway options](#)

Implications for “on-track” graduation

Students are responsible for taking the necessary steps to ensure that they graduate with the minimum number of required credits. In some cases, students deficient in credits may make up those credits in an alternative method that does not require a delay of graduation (eg, minimum competency testing).

If we apply the required credits, which the Class of 2019 and beyond needs to graduate high school, to Washington state's criteria, [significantly behind in credits](#) means:

- ❑ 9th grade student with **less than 3.25 - 4 credits** by the end of their freshman year (ie, approx. less than 65% of 6 credits)
- ❑ 10th grade student with **less than 6.75 - 8 credits** (ie, <65% of 12 credits)
- ❑ 11th grade student with **less than 10.75 - 13 credits** (ie, <70% of 18)
- ❑ 12th grade student with **less than 15.5 - 18 credits** (ie, <75% of 24)

Learning through service

Service learning provides you with the opportunity to volunteer your time, energy and talent to serve a local project or organization. As a diploma-seeking student of Griffin Bay School, you are required to contribute a minimum of **20 volunteer hours**¹ before graduation. Your volunteer experience will help you learn how to solve problems, make decisions and communicate effectively.

¹ Students who have extenuating or unusual circumstances may request a waiver from the principal. In addition, If the student is (1) sixteen years of age or older and (2) is regularly and lawfully employed during the current school year, and (3) the parents agree that their child should not be required to volunteer their time, energy, and talents to serve a community project or organization for 20+ hours, the student will be eligible for a district requirement waiver.

Alternative methods to earn credit

GBS students may make up deficient credits in [an alternative method](#) that does not require a delay of graduation.

- ✓ A student passes one or more GED pretests (0.5 credit maximum per quarter)
- ✓ A student makes a statistically significant post-test gain at the high school level in math, reading or writing on the WIAT-II during the quarter (0.5 credit per subject gain with a maximum of 1.0 credit for such subject gains in a quarter)
- ✓ Completion of high school level [work readiness or college readiness curriculum](#) (no more than 0.25 credits per multigraded lessons)
- ✓ The course, *Independent Physical Education*, enables students to meet required health and fitness credits. Griffin Bay School requires 300 minutes per week of physical (aerobic) activity for secondary students.

Behavioral expectations of students

Griffin Bay School strives to provide and has the responsibility to maintain a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure the optimal conditions for learning, it is the responsibility of all students to follow these reasonable behavioral expectations:

- Be **respectful** and **courteous** at school.
- Upon arrival, **sign in** and **study** where you'll learn best.
- Comply with school **rules**.
- Do not use tobacco, snuff, alcohol or other illegal **drugs** on campus or during school activities.
- Use appropriate **language** for an educational environment.
- Mute and put away your **cellphone** during class.
- Do not interrupt others. If something needs to be clarified, **wait** until it is your turn to speak or politely ask.

Offenses may result in conferences with the principal and parents, suspension, expulsion, and/or contact with law enforcement.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process.

Academic honesty policy

Plagiarism is a form of cheating that uses another's work as your own. It reflects negatively on the person's character and honesty. It can result in embarrassment, a loss of credit, and expulsion for a student. Later, it may result in job loss.

We want our students to be absolutely clear about what is and what is not acceptable for turning in assignments. Copying and pasting any large amounts of text off sites, such as Wikipedia, brainly.com, or answers.com, is *cheating* and does not show you understand the content. Doing this for any question will automatically result in a 0 for the entire assignment, or if GoGuardian shows a search for test answers that will also result in a 0. Make sure the work you turn in is your own thinking and writing!

GBS will penalize students caught copying the work of others. Staff and teachers will teach students how to avoid plagiarism.

- 1st offense** - Automatic zero grade in that assignment.
- 2nd offense** - Automatic zero grade in that Unit and parent-teacher conference.
- 3rd offense** - Automatic failing grade in that course.

Intimidation and bullying

The San Juan Island School District has zero tolerance for harassment, intimidation, or bullying behaviors and is committed to a safe and civil educational environment for all students, employees, and volunteers. "Harassment, intimidation or bullying means any intentional electronic, written, verbal, or physical act that:

- physically harms a student or damages the student's property; or
- has the effect of substantially interfering with a student's education; or
- is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the school climate and to change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy. See San Juan Island School Board Policy 3207 and procedure 3207P for full text and board policy 3207 and procedure 3207P for full text regarding cyber bullying.

Student information privacy policy

URL

Please review the following policies and school district privacy information: [Protection of Student Personal Information](#), [Procedure for the Protection of Student Personal Information](#), [FERPA Form](#), [SJISD Online Resources](#) and the [Google and Online Apps for Education Parent/Guardian Permission Form](#).

FERPA

The Federal Educational Rights and Privacy Act (FERPA) allows school districts to release “directory information” and/or your child’s photo to the media and others **unless** you request that information **not** be released. By Board Procedure 3600P, such information will not be released for commercial purposes.

Technology services

The San Juan Island School District is equipped with state of the art technology network, servers, and steady and secure Wi-Fi internet access. The technology infrastructure is supported by systems administrators contracted through the Northwest Education Service District (NWESD). Their Systems Administrators support our network and servers via virtual tools on a 24/7, year-round support model. Onsite technical support is provided through the work week. Our onsite tech support team consists of an IT Services Lead and a Technical Support Technician, led by a part-time IT Director contracted through NWESD. These technical support systems and personnel together form a robust technology infrastructure upon which multiple student applications operate to deliver access to student learning material, access to online participation and communication tracking and grading systems, staff online [handbook](#), the full suite of District [Board Policies online](#), and the [Staff Directory](#) with contact phone and email for all school district personnel.

1:1 Chromebook program

These devices are for resident students only and run Google Chrome OS. Please review our [Technology Handbook for Students and Parents](#).

SJISD Board Policy 3205: Prohibition of Sexual

Harassment – Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, Becky Bell, (360) 370-7911, or beckybell@sjisd.org. You also have the right to file a complaint. For the district sexual harassment policy and reporting procedure, contact your school or district office, or search for Policy 3205 and Procedure 3205P online here: <https://www.sjisd.wednet.edu/Page/1491>

Every report of sexual harassment will be investigated in a sensitive manner. In determining whether the alleged conduct constitutes sexual harassment or the more severe sexual misconduct, the totality of the circumstances, the nature of the harassment and the context in which the alleged incidents occurred will be investigated. Sexual harassment may be treated as a criminal act.

SJISD Board Policy 3210: Nondiscrimination - San Juan Island School District does not discriminate in any programs or activities on the basis of sex, race, creed,

religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Cynthia McVeigh, Civil Rights Coordinator
cynthiamcveigh@sjisd.org, (360) 370-7904

Becky Bell, Section 504 Coordinator and Title IX Officer
beckybell@sjisd.org, (360) 370-7911

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of the district's nondiscrimination policy and procedure, contact your school or district office or search for Policy 3210 and procedure 3210P online here:
<https://www.sjisd.wednet.edu/Page/1491>

GRIFFIN BAY SCHOOL HANDBOOK

2022-2023

I, _____, have received the Griffin Bay Handbook on Google Docs, and I acknowledge that it is my responsibility to read and understand the contents.

Student Signature

Date

I, _____ confirm that the Griffin Bay Handbook has been shared with my child on Google Docs, and I acknowledge that it is my responsibility to read and understand the contents.

Parent Signature

Date